

2023



## Leverington Parish Council

### PARISH CEMETERY REGULATIONS. EARTHEN BURIALS

**The cemetery is designated a Lawn Cemetery which means that all graves have flat, grassed surfaces with vertical headstones. Shrubs, trees, bushes, ornaments, candles, balloons, lights, flags, banners etc., may not be planted on the grave. Lights are not permitted. Flowers should only be placed in non -glass receptacles on the memorial base stone. Planting is not allowed and, if planted, graves will be cleared. In the interests of health and safety and to allow proper maintenance – particularly when mowing, the placing of a kerb, shingle, stone or artificial surround is not allowed.**

1. In these Regulations, unless the context otherwise requires, the word 'Council' means the Parish Council of Leverington, the Burial Authority.
2. Interments shall take place between the hours of 10.00 and 3.30 hours.
3. All enquiries concerning the use of the Cemetery should be made to  
The Parish Clerk, Mrs. B.D.Boyce, Pingle Lodge Farm, Upwell. PE14 9BN  
Tel: 01945 773357/07773 636296. E mail: [1pcparishcemetery@gmail.com](mailto:1pcparishcemetery@gmail.com) An answer phone is available for messages to be left outside the office hours of 10.00am to 12.00 midday. Leave your name, telephone number and message.
4. All fees must be **PAID IN ADVANCE** and made payable to *Leverington Parish Council (Parish Cemetery)* and sent to the Parish Clerk or internet banking (see forms).
5. The form of Notice of Interment must be received by the Parish Clerk; in the case of a proposed interment in an earthen grave, not later than 10.30 two days prior to the date of the interment. In the case of infectious diseases and other urgent cases, 24 hours notice shall suffice upon the production of a Medical Certificate to that effect.
6. The Council reserves the right to refuse to accept a notice of interment in special circumstances.
7. The Council will not accept responsibility for the proper performance of any direction or request conveyed to it by telephone. Requests **MUST** be in writing, by email or post.
8. All excavations will be the responsibility of the Funeral Director concerned and graves must be left tidy with turf replaced after interment.  
Excess earth must be removed and taken away by the grave digger.
9. The box containing the body of a stillborn child must bear an indelible inscription to include the name of the parent.
10. A certificate from the Registrar of Deaths of the registration of the death, or in cases where a Coroner's inquest has been held, the Coroner's Warrant must be produced to the Parish Clerk or representative of the Council prior to the interment.

## 2023

In the case of a stillborn child a certificate in accordance with the Births and Deaths registration Act 1926 will be required.

11. The grave space will be allocated by the Council or a committee or officer approved by it.  
The wishes of the persons applying will be taken into consideration and met as far as may be deemed practicable. However it may have to act in the interest of the cemetery.  
The purchase of the next grave space is allowed but there will be no double graves.  
The Council reserves the right to placing a mark of reference to all graves.
12. In the event of Notice of Interment being cancelled after work on the preparation has commenced, the Council will require payment to cover the costs already incurred.
13. The Funeral Director or other person having charge of the funeral must arrange previously with a Minister or other person to conduct any religious or committal procedure.
14. After interment, a book supplied for the registrations of burials shall be filled in and signed by the responsible person or official.
15. Car parking is available for a maximum of ten cars. Only the hearse will proceed on to the Parish cemetery drive.
16. Smoking is strictly prohibited. It is preferable for mobile telephones to be on silent mode within the Cemetery. All persons entering the Cemetery must conduct themselves in a quiet and orderly manner and not stand or sit on any grave or monument. Any person seen picking or damaging shrubs, trees or flowers will be prosecuted.
17. Children will not be permitted in the Cemetery unless in the charge of a responsible adult.  
No dogs (or other animals) except guide and assistance dogs will be allowed into the cemetery.
18. When circumstances render it desirable to deviate from any of the above Regulations, a special application must be made to the Parish Burial Authority or approved officer.

### REGULATIONS RELATING TO GRAVESTONES AND MEMORIALS.

19. The Council reserves the right without giving any notice whatsoever:
  - 19.1 To remove any headstone which is not being maintained in a position and in a manner to the satisfaction of the Council.
  - 19.2 To remove any headstone or alter its position if such a course appears to the Council to be desirable, in order to preserve the amenities of the cemetery.
  - 19.3 To remove and replace any headstone so that the opening of a grave may be facilitated.
  - 19.4 To remove any unauthorized headstone, memorial plaque, flower container, stone chippings, kerb stones and planted flowers, shrubs and trees.**

In the event of the exercise by the Council of the rights reserved in the above points, any expense incurred by the Council shall be recoverable from the persons to whom the headstone, memorial or plaque belongs.

## 2023

20. Prior to the placing of any headstone on a grave, **the Parish Council's consent must be sought** by completion of an application form obtainable from the Parish Clerk or Funeral Director. The form must include all dimensions, proposed inscription, choice of materials and include a sketch. When approved, a signed copy of the form will be returned to the stone mason. Headstones can be of any reasonable colour, but must adhere to dimensions laid down by the Council.
21. No headstone may be removed from the cemetery by any person other than the Council, until the consent in writing of the Owner of the headstone has been deposited with the Parish Clerk.
22. No responsibility will be accepted by the Council for the safe keeping of or damage to any memorial.
23. Headstones must be prepared ready for fixing before being taken into the cemetery and masons and other workmen must provide and afterwards remove all tools, planks, blocks etc. required in the work of erecting headstones.
24. Masons and other workmen will not be permitted to the cemetery before 8.00 and must leave by 16.00 hours. Work will not be permitted at weekends or public holidays.
25. Masons or other persons engaged in the erection, renovation or repainting of any stone monument must perform the work expeditiously and in all respects in accordance with these regulations. The work must be carried out at the sole risk and liability of the person executing them and any damage caused by or in the execution thereof shall be made good to the satisfaction of the Council or other persons whose property is so damaged.
26. Masons or other persons engaged in the erection, renovation or repainting of any monument are prohibited from exhibiting their addresses on memorials erected in the cemetery.
27. All monuments must be properly **fixed to the existing reinforced concrete plinth** for stability. If a further base is requested with the head stone, the council must be consulted before it is ordered. Provision for flowers should be incorporated into the memorial or small enough to fit on the plinth.
28. All flowers etc. must be placed in a receptacle of a durable material which if damaged will not create a health and safety hazard. Items placed in glass or china receptacles or similar materials will be removed. Wreaths may stay on graves for 4 weeks. However, at Christmas, wreaths may stay until 31<sup>st</sup> January of the New Year and at birthdays etc., special tributes may stay for one week. The Council representative will have the right to remove all dead flowers. Solar lights advertise an area encouraging unfavourable activity therefore they are not allowed in this parish cemetery.
29. The Council reserves the right to refuse permission to erect a memorial if the style, materials or inscription is unsuitable or inappropriate to the dignity of the cemetery.
30. A temporary cross may be erected in front of the plinth for a maximum of 3 months.. permanent wooden crosses must be secured on to the plinth with L shaped metal brackets.

## VAULT REQUEST FOR AN EARTHEN GRAVE. BURIAL AUTHORITY POLICY.

1. No vaults can be dug between 1<sup>st</sup> November and 1<sup>st</sup> March in any year because of the water table.
2. Vaults can only be constructed on the end of a row designated by the Burial Authority. The plot cannot be chosen.
3. Because of the extra administration and larger plot required and also the extension of the EROB, a payment, in advance, of £500 is required.

### DIMENSIONS FOR MEMORIALS

These are the Maximum dimensions allowed. For any other size or shape, contact the Clerk.

ITEM	Head stone	Base
Memorial grave stones.	Pgs 10/11 27 x 21 x 3	3 x 24 x 12
Memorial grave stone – children's section	Pg. 39 22 x 16 x 2	3 x 18 x 12
Ashes memorial tablet	18 x 18 x 4/2	provided
Wall plaque	170mm x 360mm	n/a
Tree or Rose bush plaque	140mm x 80mm	Bush to be purchased
Bench plaque (contact Clerk for bench size etc)	120mm x 260mm	Bench to be purchased

A concrete plinth/base is provided for grave memorials.

24. Children's section.  
Memorials in the children's section shall not exceed the dimensions shown. The Council will consider all reasonable designs for this section. Contact the Parish Clerk with proposed outline of design.
25. Ashes Section  
The inscribed memorial tablet may contain 2 flower containers or may be used as a plinth for an inscribed stone flower container. The maximum permitted height of the flower container is 12"
26. Ashes Wall Memorial Plaque  
Single memorial plaques shall be 170mm by 360mm in black granite with gold lettering..
27. Tree plaque  
One size only.
28. Bench plaques  
One size only.